

PAVILION REQUEST FORM
LOWER PAXTON TOWNSHIP
DEPARTMENT OF PARKS AND RECREATION
5000 COMMONS DRIVE, HARRISBURG, PA 17112

Note: Reservations are not finalized until availability is verified, this form with payment is received, and a permit is issued.

BEFORE COMPLETING THIS FORM, PLEASE READ PARK RULES ON OPPOSITE SIDE

PAVILION REQUESTED: (circle one)

Brightbill Centennial Acres Hodges Heights Kings Crossing	Koons (Large) Koons (Small) Koons Yard Sports	Kohl Lamplight Lingle
George Park - Tentative date for rentals will be after July 11, 2008.		

Day & Date Requested: _____

Start Time: _____ End Time: _____ Estimated Attendance: _____ Electricity Yes ____ No ____

Organization: _____ Function Type

Birthday ____ Picnic ____ Reunion ____ Other _____

Representative: _____

Address: _____

Telephone: (H) _____ (W) _____ (C) _____

FEE SCHEDULE (circle one) Availability must be confirmed by calling 657-5635

	FEES	TOWNSHIP RESIDENT	NON-RESIDENT
All except George Park	WEEKDAYS/EVENINGS	\$40.00	\$50.00
All except George Park	WEEKENDS/HOLIDAYS	\$50.00	\$70.00
George Park	**WEEKDAYS/EVENINGS	\$60.00	\$70.00
George Park	**WEEKENDS/HOLIDAYS	\$70.00	\$90.00

1. All requests must be received in the Parks and Recreation Office at the Friendship Center at least two weeks prior to reservation date.
2. Refundable cancellations are those requested more than two weeks in advance of the reserved time.
(This includes raindates.)
3. In case of inclement weather, you may reschedule your event by calling the Parks and Recreation Office at 657-5635.
4. A raindate can be scheduled in advance along with a non-refundable fee.
5. Individuals must be at least 18 years old to reserve a facility.
6. **Return payment to Lower Paxton Township (address above), along with this completed form to receive confirmation of the reservation.**

DATE OF APPLICATION: _____ RETURN BY: _____

See Rules to determine if your rental requires liability insurance
(such as gas grills or special equipment)

PARK RULES AND REGULATIONS - PLEASE READ CAREFULLY

1. Park hours: Dawn to dusk (lighted ball fields/courts until 10PM).
2. Motorized vehicles - Speed limit is 15 MPH. Parking is permitted in designated areas only. Washing and repair of vehicles is prohibited. Only licensed vehicles with licensed operators are permitted.
3. Alcoholic beverages are prohibited. No person shall be under the influence of intoxicating alcohol or drugs.
4. All pets must be on a leash not more than six feet long. Owners must clean up all animal waste deposited by their pets.
5. No gambling is permitted.
6. **Only charcoal permitted in park grills. GAS GRILLS ARE NOT PERMITTED WITHOUT WRITTEN PROOF OF LIABILITY INSURANCE. (Please contact the Parks & Recreation Office for further information.)**
7. Place all refuse in containers provided.
8. Any defacement, removal or damage of any park property will be prosecuted to the fullest extent of the law.
9. Gathering or removing any wood, turf, soil or any other materials at any park is prohibited, unless specifically permitted in writing by the Director of the Department of Parks and Recreation.
10. Firearms and other weapons are prohibited.
11. Profane language is prohibited.
12. **No concessions, other than those operated within municipally-owned concession stands, shall operate on township property.**
13. All permits are considered on a first come, first served basis.
14. **Liability insurance for certain events or activities may be required by the Director of the Department of Parks and Recreation.**
15. No person may hunt, trap or pursue wildlife in any park at any time.

IMPORTANT NOTE: If any additional equipment (stereos, gas grills, tents, or bounce houses etc.) are to be brought onto park property during your event(s), the Parks and Recreation Department must be notified in writing. Gas grills require special permission. For additional information, please contact the Parks and Recreation Office at 657-5635

Park Facilities - Notes

All parks close at dusk unless activity is under ball field lights, then 10PM

- Brightbill**
- Located behind Colonial Commons Plaza off Carolyn Street
 - One pavilions seat 64 persons each
 - Play area and ball courts available
 - Off street parking for 200 cars (lower lot) 42 (upper lot)
 - Bathrooms open during summer - daylight hours
 - Ball fields: #'s 8, 9, 10, 11 and 15
 - Arboretum
- Koons Mem.**
- Located off N. Mountain Rd. and Larue St.
 - Pavilion (Large) #1 seats 112
 - Pavilion (Small) #2 seats 64
 - Pavilion (Yard Sport) # seats 48
 - Offers exercise area for persons with disabilities
 - Play area, tennis, volleyball and basketball courts available
 - Off street parking available lot (1) 34 cars and lot (2) 154
 - Bathrooms open during summer - daylight hours
 - Ball field #'s 1, 2, 3, 4, 5, 6 and 7
- Kohl**
- Located off Union Deposit Rd. on Dowhower Rd.
 - Pavilion seats 64
 - Play area and ball courts available
 - Off street parking for 60 cars
 - Bathrooms open during summer - daylight hours
 - Ball field #'s 12 & 13
- Lingle**
- Located at end of Pleasant Rd. off Union Deposit Rd.
 - Pavilion seats 80
 - Two softball/baseball fields, one all-purpose field
 - Two sand volleyball courts
 - Off street parking for 175
 - Bathrooms open during summer - daylight hours
- Centennial Acres**
- Located along Continental Dr. and Colonial Rd.
 - Pavilion seats 64
 - Play equipment and ball courts available
 - Off street parking for 16 cars
 - Port-a-john available during summer
- Forest Hills**
- Located on both sides of Forest Hills Dr.
 - Multi-purpose field located across from basketball/tennis courts
 - On street parking available
 - Play equipment includes: Climber, slide and (2) spring toys
- Meadowbrook**
- Located at the end of Oak Avenue Cul-de-sac
 - Play equipment, volleyball and 1/2 basketball court available
 - Four picnic tables and one grill
- Hodges Heights**
- Located on Conway Road
 - Pavilion seats 48
 - Off street parking available for 40 cars
 - Ball field #14
 - One tennis and one basketball court
- George Park**
- Located off Nyes Road
 - Pavilion seats at least 140 (not completed until after 7-11-08)
 - Parking available for 280 cars
 - Ball fields & soccer fields will be available (call 657-5635 for additional information).

	Brightbill Park	Centennial Acres	Forest Hills	George Park	Hodges Heights	Hurley	Kings Crossing
Pavilion	1	1	N	1	1	N	1
Picnic Tables	6	6	2	10	6	N	10
Charcoal Grills	4	3	1 Large	2	2	N	4
Electric	Y	Y	N	Y	N	N	N
Playground	Y	Y	Y	Y	Y	N	Y
Toddler Swings	Y	Y	N	Y	Y	N	Y
Nature Trail	Y	N	N	Y	N	N	N
Handball Courts	N	N	N	N	N	N	N
Tennis Courts	4 *	2	1	N	1	N	N
Bocce Courts	N	N	N	N	N	N	N
Volleyball Courts	N	N	N	N	N	N	2 SAND
Basketball Courts	2 *	1	1	N	1	N	N
Softball Fields	1 *	N	N	N	N	N	N
Baseball Fields	4	N	N	Y	N	2	N
All Purpose Fields	N	1	1	Y	1	N	1
Soccer Fields	N	N	N	Y	N	N	N
Off Street Parking Spaces	149	16	N	280	40	130	26
On Street Parking Only	N	N	Y	N	N	N	N
Port-O-John	N	Y	N	N	N	Y	Y
Permanent Restroom	Y	N	N	Y	N	N	N

	Kohl Park	Koons Park	Lamplight Park	Lingle Park	Meadow- Brook Park	Ranger Park
Pavilion	1	3	1	1	N	N
Picnic Tables	11	Lg-19 Sm-10 YS-6	8	11	6	N
Charcoal Grills	3	Lg-4 Sm-4 YS-4	3	4	2	N
Electric	Y	Lg-Y Sm-Y YS-N	Y	Y	N	N
Playground	Y	Y	Y	Y	Y	N
Toddler Swings	Y	Y	Y	Y	Y	N
Nature Trail	Y	N	N	Y	N	N
Handball Courts	2*	N	N	N	N	N
Tennis Courts	2*	4*	N	N	N	N
Bocce Courts	N	2	N	N	N	N
Volleyball Courts	N	2*	N	2 SAND	1 GRASS	N
Basketball Courts	1*	2*	1	N	½	N
Softball Fields	2	3	N	2	N	N
Baseball Fields	N	3	N	N	N	N
All Purpose Fields	N	1	1	1	1	N
Soccer Fields	N	N	N	N	N	5
Off Street Parking Spaces	112	260	N	175	N	215
On Street Parking Only	N	N	Y	N	Y	N
Port-o-John	N	N	Y	Y	N	Y
Permanent Restroom	Y	Y	N	N	N	N